

**UNIVERSITY OF GHANA**

**PERFORMANCE APPRAISAL JUNIOR STAFF  
(For the period 1<sup>st</sup> August ..... to 31<sup>st</sup> July .....**)

**I. TO BE COMPLETED BY STAFF**

<b>a. PERSONAL INFORMATION</b>	
<b><u>Surname</u></b>	
<b><u>Other Name(s)</u></b>	
<b><u>Department</u></b>	
<b><u>File No.</u></b>	
<b><u>Present Grade</u></b>	

**b. DETAILS OF WORK:**

Please refer to the **previous year's appraisal (Section V. Key Objectives)** as well as the **Scheme of Service and provide a rating on how well you met the targets set.**

**(Please use the following as a guide for rating)** Please mark the appropriate box with X

Excellent (90-100%)	Very Good (75-89%)	Good (60-74%)	Average (50-59%)	Below Average 40-49%	Unsatisfactory (Below 40%)
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<b>TO THE STAFF:</b> Describe the main tasks you performed during the year under assessment. Indicate, If any, problems encountered in the performance of your tasks.

**II. REVIEW OF PERFORMANCE (TO BE COMPLETED BY HEAD OF DEPARTMENT OR UNIT IN THE PRESENCE OF THE APPRAISEE).**

a. Overall, how well has the appraisee met the **main tasks and objectives of the job** during the year under assessment? (Please mark the appropriate box with X).

**(Please use the following as a guide for rating)**

b. Please tick the rating that best describes staff for the following:

<b>KNOWLEDGE OF JOB:</b> Appraisee’s knowledge of, and ability to demonstrate appropriate technical and procedural knowledge; understanding of facts and information related to their job, including department, college and University policies.					
Excellent (90-100%) (Has an excellent knowledge of all aspects of work)	Very Good (75-89%) (Has sound knowledge of nearly all aspects of work)	Good (60-74%) (Knows more than just routine, repetitive work)	Average (50-59%) (Has a fair knowledge of both routine and repetitive work)	Below Average (40-49%) (Knows only routine work)	Unsatisfactory (Below 40%) (Knows neither routine work nor repetitive work)
<b>QUALITY OF WORK:</b> Appraisee’s accuracy, thoroughness, and efficiency of work regardless of volumes, ability to meet standards of quality.					
Excellent (90-100%) (Always accurate – never a need for any checking or correction)	Very Good (75-89%) (Usually accurate – hardly any checking or correction required)	Good (60-74%) (Occasionally falls short but needs little checking or correction)	Average (50-59%) (Sometimes falls short and requires checking and correction)	Below Average (40-49%) (Mostly falls short and requires checking and correction)	Unsatisfactory (Below 40%) (Shoddy work – constant checking or correction required)
<b>ABILITY TO MEET DEADLINES:</b> Appraisee’s thoroughness, and general effectiveness of regularly produced work; may include speed and consistency of output and volume of acceptable work.					
Excellent (90-100%) (Very Fast)	Very Good (75-89%) (Fast)	Good (60-74%) (Above Average speed)	Average (50-59%) (Average speed)	Below Average (40-49%) (Slow)	Unsatisfactory (Below 40%) Very slow – always fails to meet deadlines or respond promptly to instructions
<b>TEAMWORK:</b> Appraisee cooperates with persons in the department, college and university; willingly accepts instructions and assignments; assists others to accomplish group objective; uses positive reinforcement; treats people with respect.					
Excellent (90-100%) (Consistently exceeds requirements to be cooperative; works harmoniously with others)	Very Good (75-89%) (Frequently goes beyond requirements to be cooperative and maintains very good working relationship)	Good (60-74%) (Usually cooperative, polite and maintains a good working relationships)	Average (50-59%) (Has a fair knowledge of both routine and repetitive work)	Below Average (40-49%) (Occasionally difficult to work with and hardly contributes towards teamwork)	Unsatisfactory (Below 40%) (Generally difficult to work with and demonstrates poor inter-personal relationship skills)
<b>INITIATIVE/CREATIVITY:</b> Appraisee accepts additional challenges and demonstrates imagination, originality and self-motivation.					
Excellent (90-100%) (Always displays innovation, and imagination in improving work methods)	Very Good (75-89%) (Often a self-starter in developing new ideas in improving work methods)	Good (60-74%) (Assists in generating new ideas and usually take initiatives)	Average (50-59%) (Often waits to be told what to do and makes effort to change if directed)	Below Average (40-49%) (Always waits to be told what to do and rarely demonstrate and self-motivation)	Unsatisfactory (Below 40%) (Demonstrates insufficient levels of imagination and self-motivation)
<b>WORK ATTENDANCE/PUNCTUALITY:</b> Appraisee’s attendance and punctuality; including availability during work hours.					
Excellent (90-100%) (Always present and regular; stays at post)	Very Good (75-89%) (Usually present and regular; stays at post)	Good (60-74%) (Sometimes present and regular and stays at post)	Average (50-59%) (Sometimes present, usually late and does not stay at post)	Below Average (40-49%) (Usually absent or late and does not stay at post)	Unsatisfactory (Below 40%) (Always absent or late; does not stays at post)

**III. \*OVERALL ASSESSMENT (To be completed by Head of Department/Unit)**

	(90 – 100%) Outstanding	(75 – 89%) Very Good	(60 – 74%) Good	(50 – 59%) Average	(40 – 49%) Below Average	Less than 40% Unsatisfactory
WORK						
CONDUCT						

\*\*Please give specific examples of **outstanding**, **below average** or **unsatisfactory** work and/or conduct in the section below. Letters of Commendation or Warning should be copied to HRODD.

**IV. SPECIFIC EXAMPLES AND/OR OTHER COMMENTS, IF ANY**  
(Please feel free to use extra sheets):

1.

2.

3.

4.

**V. SETTING OBJECTIVES**

Please discuss with the appraisee, key job objectives/tasks against which performance will be evaluated at the end of the year/period of evaluation: **(Key job objectives/tasks)**

1.

2.

3.

4.

**VI. TRAINING AND DEVELOPMENT NEEDS**

With reference to the job description/key tasks, what competencies /skills does the employee lack?	What specific training would you recommend to enable him/her acquire the competencies needed?
1.	
2.	
3.	
4.	

<b><u>Comment by Appraiser:</u></b>	
<b><u>Name of Appraiser:</u></b>	
<b><u>Signature of Appraiser:</u></b>	
<b><u>Date:</u></b>	
<b><u>Rank of Appraiser:</u></b>	
<b><u>Comments by Head of Department (If above assessment is by Sectional/Unit Head:</u></b>	

**VII. SIGNATURES**

**NOTE: THIS REPORT MUST BE SHOWN TO STAFF CONCERNED BEFORE IT IS SENT TO THE REGISTRAR OR REPRESENTATIVE**

<b>Comments by Appraisee:</b>	
<b><u>Signature of Appraisee:</u></b>	
<b><u>Date:</u></b>	

**UNIVERSITY OF GHANA  
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**DATE OF SUBMISSION OF APPRAISAL FORM**

Name of Applicant:.....

Current Grade:.....

Department/Unit:.....

Date of Submission of Appraisal Form to Head of Unit:.....

Signature of Appraisee:.....

Signature of Head of Unit:...../Date:.....

Date of Submission of Appraisal to HRODD/Office of the College Secretary:.....

**\*\*This form should be completed and forwarded by the Unit Head within four (4) weeks of submission by applicant.**